

29 April 04
Revision 1

MEMORANDUM

From: Relocation Assistant
To: Mobility Support Manager

Subj: AMENDED SMOOTH MOVE WORKSHOP SCHEDULE

1. The following are dates and times reserved for Smooth Move workshop:

<u>Month</u>	<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
December 2003	Tuesday	9	0800-1400	CAPO Inn, Large Conference Room
January	Monday	5	0800-1400	CAPO Inn, Large Conference Room
February	Wednesday	4	0800-1400	Support Site, FFSC, Classroom A and B
March	Thursday	4	0800-1400	Support Site, FFSC, Classroom A and B
April	Thursday	8	0800-1400	Support Site, FFSC, Classroom A and B
May	Thursday	6	0800-1400	Support Site, Chapel's Fellowship Hall
June	Wednesday	2	0800-1400	Support Site, Chapel's Fellowship Hall
July	Thursday	8	0800-1400	Support Site, FFSC, Classroom A and B
August	Thursday	12	0800-1400	Support Site, FFSC, Classroom A and B
September	Thursday	9	0800-1400	Support Site, FFSC, Classroom A and B
October	Wednesday	7	0800-1400	Support Site, FFSC, Classroom B
November	Thursday	18	0800-1400	Support Site, FFSC, Classroom A and B
December	Wednesday	23	0800-1400	Support Site, FFSC, Classroom B

2. Note that commencing in February, the Smooth Move class will be held on Thursday or Wednesday at the Support Site in Classroom A & B of Fleet and Family Support Center or the Chapel's Fellowship Hall if a larger venue is needed.